



CITY OF HOUSTON

Job Posting

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Applications accepted from:	ALL PERSONS INTERSTED
Job Classification	SENIOR DEPUTY COURTS CLERK
Posting Number	PN #111961
Department	Municipal Courts Administration
Division	Court Services Division
Section	
Reporting Location	1400 Lubbock, 8300 Mykawa, or Satellites*
Workdays & Hours	All Shifts, days, and holidays*

*Subject to change

DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS
Directs and coordinates daily courtroom operations; assists both the Judge and the Prosecutor to ensure efficient docket processing and that courtroom procedures are followed; trains Deputy Court Clerks (junior level); serves as shift lead court clerk, and performs other court-related duties as required. Must be able to follow oral and written instructions, enters data into automated Court system, and effectively communicates with citizens, attorneys, prosecutors, judges, and law enforcement officials, often in stressful situations. May be required to travel to off-site satellite locations as needed, occasionally without prior notice. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.

WORKING CONDITIONS
General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed, in any courtroom location assigned.

MINIMUM EDUCATIONAL REQUIREMENTS
Basic knowledge of reading, grammar, spelling, punctuation and simple mathematical functions as might normally be acquired through attainment of a high school diploma or GED.

MINIMUM EXPERIENCE REQUIREMENTS
Two (2) years of experience in a court environment. Verified related education, such as legal, paralegal, criminal justice, etc. may be substituted for the experience required on a month-to-month basis.

MINIMUM LICENSE REQUIREMENTS
None

PREFERENCES
Proficient in Windows and Microsoft Office environment (Word, Excel, PowerPoint, Outlook, etc). Prior Lead capacity experience.

SELECTION/SKILLS TESTS REQUIRED
None. However, the department may administer and the applicant must successfully complete a computer skills assessment.

SAFETY IMPACT POSITION [] Yes [X] No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 15

\$901 - \$1,639 Biweekly\$23,426 - \$42,614 Annually

OPENING DATE July 12, 2006

CLOSING DATE July 18, 2006

APPLICATION PROCEDURES
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employee